JOURNAL OF INDIAN LAW AND SOCIETY

STYLE STANDARD

The Editorial Board of the Journal of Indian Law and Society (JILS) has devised the following Style Standard to impart uniformity, consistency and readability to the articles it publishes. While the Rules of Citation are generally derived from The Bluebook, A Uniform System of Citation (20th ed.) the Style Standard has been evolved according to the requirements of the Journal.

I. STYLE REGARDING SECTION HEADINGS

HEADING LEVELS

1. *Titles* should be in Garamond, font size 14, bold, centre aligned and in small capitals (first letter of each word being capital). If the title includes the name of a case it should not contain a footnote as to its citation. E.g. –

PROTECTING THE DISABLED PERSONS UNDER THE HUMAN RIGHTS REGIME THE SHIFT FROM WELFARE TO RIGHTS

2. The *author(s)' name* should appear immediately below the title in Garamond, font size 13, right aligned and in small capitals (first letter of each word being capital) with an asterisk at the end of the name. E.g. –

SAURABH BHATTACHARJEE*

3. *First level headings* should be in Garamond, font size 12, bold, in small capitals (first letter of each word being capital) and centre aligned. Numbering of these headings shall be by Roman numerals with a full stop. E.g. –

III. PERSONS WITH DISABILITIES AND THE RIGHT TO HEALTH

4. *Second level headings* should be in Garamond, font size 12, in small capitals (first letter of each word being capital) and centre aligned. Numbering of these headings, if required, shall be by capital letters with a full stop. E.g. –

A. INTERNATIONAL HUMAN RIGHTS FRAMEWORK AND RIGHT TO HEALTH

5. *Third level headings* shall be in Garamond, font size 12, italicised and centre aligned. Numbering of these headings, if required, shall be numbered with a full stop. The letters used for numbering shall not be italicised. E.g. –

1. *World Health Organisation*

II. STYLE REGARDING MAIN BODY TEXT & FOOTNOTES

The main text of all submissions must be in Garamond, font size 12 and the footnotes must be in font size 10. Both, the main body text and the footnotes, must be justified and single spaced.

Speaking footnotes are discouraged unless extremely necessary. Explanations, if required, shall be made to footnotes within parentheses. The text within the parentheses should accurately and succinctly explain the link of the relevant writing to the subject under discussion. E.g.:

See Bozena Mueller-Holyst, *The role of the Dispute Settlement Body in the dispute settlement process* in KEY ISSUES IN WTO DISPUTE SETTLEMENT: FIRST TEN YEARS 25 (2006) (For a specific overview of key cases discussed by the Dispute Settlement Body).

ABSTRACT TEXT

Abstract text must be in Garamond, font size 12, italicised and justified. It must be indented by 0.5 inch on both sides.

III. GENERAL STYLE GUIDELINES

BRITISH ENGLISH

All submissions to the Journal should adhere to British English.

Wrong: The author analyzes the jurisprudence surrounding the Constitution.

Correct: The author analyses the jurisprudence surrounding the Constitution.

Wrong: The Parliament honored its mandate towards the electorate.

Correct: The Parliament honoured its mandate towards the electorate.

PARA & SECTION SYMBOLS

If a particular paragraph (¶) or section (§) of an authority is referred to, it should be cited in the following manner:

✓ *Hinsa Virodhak Sangh v. Mirzapur Modi Kuresh Jamat*, A.I.R.2008 S.C. 1892, ¶14

✓ The Representation of People Act, 1951, §123(3)

QUOTATIONS

✓ Quotations should be clearly indicated and it is vital that they be accurate. ✓ All primary (original) quotes shall use double quotation marks ("..."). Quotations are marked with curly quote marks, not double or straight quote marks. Double quotes shall be used also to indicate that the word/phrase within the quotes has a special or attributed meaning. Single quotes may be used only for quotes within a quote or for special emphasis. ✓ Punctuation follows the closing quotation mark if the quotation is part of a sentence and precedes it if the quotation ends in a complete sentence. ✓ Where a quote exceeds 40 words it should be typed as a separate paragraph, italicised, justified, centre aligned and indented on both sides by 1 inch from the margins. ✓ Citations shall always be outside the quotation marks.

ABBREVIATED TERMS

Abbreviated terms should be given in full on first use, with the abbreviated form in brackets; if used in the Abstract they should be re-defined at first mention in the main text.

Illustration: National Law Universities ('NLUs') have changed the landscape surrounding legal education in India. Graduates from the NLUs now have a wide variety of career opportunities to seize.

DATES

Dates shall be written in the long the form, for e.g. '1 January 2009'. Any reference to periods shall be made by using the full span, e.g. '1993—1999'. Further references to centuries shall be made in words, e.g. 'twentieth century' as opposed to '20th century'.

USE OF CAPITAL LETTERS

Capital letters are used:

✓ for proper names;

✓ where the word would have a different meaning if spelt with the lower case, e.g. "Act", "Delegate", "Bench", "Council, in other words when the word is a defined term referring to an attributed meaning, wider or narrower than its ordinary meaning;

✓ for the Indian Government being referred to but not for government;

✓ for Constitution but not constitutions or constitutional;

✓ the High Court or the Supreme Court but not the court;

In no other circumstances, should the first letters be capitalised.

USE OF ITALICS

As a general rule, the use of italics should be minimised. Italics shall be used:

✓ for names of cases (including the 'v'), including attributed names, except for the instant when it is first attributed. E.g. –

o *Hinsa Virodhak* for *Hinsa Virodhak Sangh v. Mirzapur Modi Kuresh Jamat*;

✓ for words such as "*hereinafter*", however when attributing the name where hereinafter is used the attributed name shall not be italics. E.g. –

o *Hinsa Virodhak Sangh v. Mirzapur Modi Kuresh Jamat* (*hereinafter* Hinsa Virodhak)

✓ unusual or foreign words or phrases (including legal doctrines) not currently absorbed into the English language should be italicised e.g. "*inter alia*", "*bona fide*", "*res ipsa loquitor*" etc.

PUNCTUATION

✓ No comma is used after expressions such as 'e.g.' and 'i.e.'

✓ Full stops are must be used after abbreviations (such as "e.g.", "A.I.R.", "L.L.B.") or contractions (such as "Pvt. Ltd.").

INCLUSIVE LANGUAGE

JILS strongly favours the use of inclusive language so as not to offend the sentiments of individuals. The Journal does not promote discriminatory or insensitive language. E.g. –

Favoured: The paper focuses on the rights of the differently abled.

Disfavoured: The paper focuses on the rights of the disabled.

<u>ITEMS IN A SERIES</u>

When commas separate items in a series, a comma (the "serial comma" or "Oxford comma") should precede the "and" between the last two items. E.g. –

- "I bought groceries, books, and clothes."

The serial comma should not be used where the last two items in the series are separated by an ampersand. When items in a series are long and complex, or involve internal punctuation, semicolons should be used for clarity and ease in reading.

<u>PARENTHESES</u>

When the entire sentence is within parentheses, the end punctuation mark should be placed within the parentheses. E.g. –

- The book was published in 1985. (The sequel was published 3 years later.)

If the sentence is partly within parentheses, the end punctuation should be place outside the parentheses. E.g. –

- The school teacher (introduced in the previous book) reveals the plot in the last chapter.

<u>DASHES AND HYPHENS</u>

An en dash is slightly longer than a hyphen, but not as long as an em dash. To indicate a break in thought, an em dash should be used instead of two hyphens. E.g. –

- Multiple books were purchased—including textbooks—at the sale today.

An en dash is used to indicate inclusive dates and numbers.

- World War II lasted from 1939–1945.
- HAROLD BLOOM, THE ANXIETY OF INFLUENCE: A THEORY OF POETRY 130–137 (1973).

In all other cases, unless explicitly noted, use hyphens. There is to be no space on either side of a hyphen, an en dash, or em dash. E.g. –

- The campus should be made wheelchair-friendly.

SLASHES AND HYPHENS

Hyphens are generally preferred to slashes. Slashes should be used when two items are independent opposites or in tension. E.g. –

- The critique is viewed in context of the public/private distinction.
- She was barred by the rules of attorney-client privilege.

ERRORS OR OMISSIONS IN SOURCES

Spelling Errors: Spelling errors may be corrected using [sic] or brackets. [Sic] should be used sparingly, when the error cannot easily be fixed with brackets. The presumption is against using [sic], unless it is likely that the error would reflect poorly on the Journal's editorial accuracy. E.g. –

- Error: An feminist approach is employed.

Quoted: “[A] feminist approach is employed.”

- Error: A feminist approach, is employed.
  Quoted: “A feminist approach [ ] is employed.”

- Error: A feminest approach is employed.
  Quoted: “A femin[i]st approach is employed.”

Irregular spelling in historical materials should be retained. Abbreviations in historical materials should be filled in using brackets. E.g. –

- Original: It was reported to the High Comm’r.
  Quoted: “It was reported to the High Comm[issione]r.”